

**DAKOTA COUNTY
ADMINISTRATION/FINANCE/POLICY COMMITTEE OF THE WHOLE**

Meeting Minutes

September 14, 2010

Administration Center, Government Center, Conference Room 3A, Hastings, Minnesota

1. **Call To Order And Roll Call.** Commissioner Nancy Schouweiler, Chair of the Administration/Finance/Policy (AFP) Committee of the Whole, called the meeting to order at 1:31 p.m. Roll was called with the following members present:

Commissioner Joseph A. Harris, District 1
Commissioner Kathleen A. Gaylord, District 2
Commissioner Thomas A. Egan, District 3
Commissioner Nancy Schouweiler, District 4
Commissioner Liz Workman, District 5
Commissioner Willis E. Branning, District 7

Others present included:

Brandt Richardson, County Administrator
Karen Schaffer, County Attorney's Office
Kelly Olson, Sr. Administrative Coordinator

2. **Audience.** Commissioner Schouweiler asked if there was anyone in the audience who wished to address the Committee of the Whole on an issue not on the agenda or to discuss an item on the consent agenda. No one appeared.
3. **Approval Of Agenda.** On a motion by Commissioner Egan, seconded by Commissioner Harris, the agenda was approved.
4. **Introduction Of New Employees.** There were no employee introductions.

CONSENT AGENDA

On a motion by Commissioner Branning, seconded by Commissioner Egan, the consent agenda was unanimously approved as follows:

5. **Approval Of Minutes** of meeting held on August 10, 2010.

6.1 Authorization To Release Draft 2011–2015 Capital Improvement Program For Formal Review

WHEREAS, the Dakota County Board of Commissioners recognizes the need to identify and plan for future capital projects; and

WHEREAS, the County desires input from local communities in developing its Capital Improvement Program (CIP); and

WHEREAS, staff has compiled the draft 2011–2015 Capital Improvement Program; and

WHEREAS, by Resolution No. 09-522 (October 20, 2009), the County Board scheduled budget workshops to discuss the 2011 budget, beginning on November 2, 2010; and

WHEREAS, by Resolution No. 09-522, the County Board also scheduled a public hearing for November 16, 2010, to receive comments on the 2011–2015 Capital Improvement Program (CIP).

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the County Administrator to post the draft 2011–2015 Capital Improvement Program to the Dakota County website to allow review from interested cities as a means of receiving further input prior to adoption of the CIP in December 2010.

7.1 Authorization To Execute Agreement With Dakota County Domestic Preparedness Committee To Permit Training Exercises At Empire Transportation Site

WHEREAS, by Resolution No. 03-438 (September 9, 2003), the Dakota County Board of Commissioners approved the execution of a Joint Powers Agreement for the formation of the Dakota County Domestic Preparedness Committee (DCDPC) with the Cities of Apple Valley, Burnsville, Eagan, Farmington, Hastings, Inver Grove Heights, Lakeville, Mendota Heights, Rosemount, South St. Paul, and West St. Paul; and

WHEREAS, the DCDPC coordinates improvements to emergency preparedness and response activities in Dakota County to better respond to the needs of Dakota County residents; and

WHEREAS, the DCDPC has formed the Dakota County Special Operations Team (SOT) to respond to incidents involving technical rescues and collapsed structures; and

WHEREAS, the SOT is in need of a training area to efficiently conduct ongoing training for its members and to keep the skill sets of team members current; and

WHEREAS, the facility and grounds at the Empire Transportation Site has space available for use by the SOT for such training purposes; and

WHEREAS, the Dakota County Board of Commissioners must approve agreements for uses of County property that fall outside of the Dakota County Building Use Policy before they can be executed.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Operations Management Director to execute an agreement with the DCDPC to permit the use of the Empire Transportation Site, located at 2800 160th St W., Rosemount, MN 55068, for training and exercises for an ongoing term with a provision for termination by either party with 30 days written notice, subject to approval by the County Attorney's Office as to form.

8.1 Authorization To Execute Contracts For External Investment Portfolio Management

WHEREAS, Dakota County provides prudent management of public funds on behalf of the citizens of Dakota County; and

WHEREAS, Dakota County's investment priorities are safety, liquidity and return; and

WHEREAS, Dakota County issued a Request for Proposals for external investment portfolio management services; and

WHEREAS, responses were received from 25 vendors; and

WHEREAS, four finalists were interviewed and evaluated based on related experience, benchmark performance, focus and investment approach, financial stability and strength, accessibility and cost; and

WHEREAS, two firms, Galliard Capital Management and RBC Global Asset Management, were found to be the best fit for Dakota County's investment objectives.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Public Services and Revenue Director to execute a contract with Galliard Capital Management, for external investment portfolio management services, for a term of three years, for fees not to exceed the fee schedule in its proposal dated July 16, 2010, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Public Services and Revenue Director to execute a contract with RBC Global Asset Management (U.S.), Inc., Public Fund Services, for external investment portfolio management services, for a term of three years, for fees not to exceed the fee schedule in its proposal dated July 16, 2010, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That each contract may be renewed for up to two additional two-year terms, subject to approval by the Dakota County Board of Commissioners.

REGULAR AGENDA

9.1 Scheduling Of 2011 County Board/Board Committee Of Whole Meetings, Workshops, And Public Hearings. Sr. Administrative Coordinator to the Board Kelly Olson presented this item.

On a motion by Commissioner Harris, seconded by Commissioner Gaylord, the following resolution was unanimously recommended to the County Board:

BE IT RESOLVED, That the Dakota County Board of Commissioners hereby adopts the following 2011 County Board/Committees of the Whole meeting schedule:

County Board	Administration/Finance Policy Committee	Community Services/ Physical Development Committees
January 4	January 4	January 11
January 18		
February 1	February 1	February 8
February 15		
March 1	March 1	March 15
March 22		
April 5	April 5	April 12
April 19		
May 3	May 3	May 10
May 17		
June 7	June 7	June 14
June 21		
July 12	July 12	July 26
August 2	August 2	August 16
August 23		
September 13	September 13	September 20
October 4	October 4	October 11
October 18		
November 1	November 1	November 8
November 15		November 29
December 13	December 13	

; and

BE IT FURTHER RESOLVED, That the location of the Board/Committee of the Whole meetings shall be scheduled as follows:

- All County Board meetings will be held at 9:00 a.m. in the Boardroom, Administration Center, in Hastings.
- All Administration/Finance/Policy Committee meetings will be held at 9:30 a.m. (or following the County Board meeting) in Conference Room 3A, Administration Center, in Hastings.
- Community Services (at 9:00 a.m.) and Physical Development (at 9:00 a.m. or following) Committee meetings will be held in Conference Room L139, Western Service Center, in Apple Valley, for the months of January through June.

- Physical Development (9:00 a.m.) and Community Services (at 9:00 a.m. or following) Committee meetings will be held in Conference Room 520, Northern Service Center, in West St. Paul, for the months of July through December.

; and

BE IT FURTHER RESOLVED, That a 2012 Strategic Planning Workshop is hereby scheduled for January 18, 2011 at 9:00 a.m. or following the County Board meeting; and

BE IT FURTHER RESOLVED, That a Citizen Advisory Committee Member Orientation is hereby scheduled for the evening of Wednesday, January 26, 2011; and

BE IT FURTHER RESOLVED, That County Board workshops to discuss the 2012 budget are hereby scheduled as follows:

June 21, 2011	9:00 a.m. or following County Board
August 23, 2011	9:00 a.m. or following County Board
November 1, 2011	10:00 a.m. or following Administration/Finance/Policy Committee meeting
November 2, 2011	1:00 p.m.
November 3, 2011	9:00 a.m.
November 4, 2011	9:00 a.m.
November 15, 2011 (if necessary)	10:00 a.m. or following County Board

; and

BE IT FURTHER RESOLVED, That a public hearing is hereby scheduled for November 15, 2011, at 9:00 a.m., in the Boardroom, Administration Center, Hastings, Minnesota, to receive comments on the 2012–2016 Capital Improvement Program; and

BE IT FURTHER RESOLVED, That a public meeting is hereby scheduled for November 29, 2011, at 6:00 p.m., in the Boardroom, Administration Center, Hastings, Minnesota to receive input on the 2012 levy and budget.

9.2 Overview Of Recommended 2010 Dakota County Fee Schedules. Budget Director Brent Gustafson introduced this item and staff responded to questions about specific fees. This item was for information only; no action was requested.

9.3 Authorization To Reallocate Recovery Zone Facility Bond Authority. Financial Services Director Matt Smith presented this item.

On a motion by Commissioner Egan, seconded by Commissioner Harris, the following resolution was recommended to the County Board:

WHEREAS, on February 17, 2009, the President signed into law the American Recovery and Reinvestment Act of 2009, Pub. L. No. 111-5 Stat. 115 (2009 (“ARRA”); and

WHEREAS, Section 1401 of Title I of Division B of ARRA authorizes state and local governments to issue Recovery Zone Facility Bonds; and

WHEREAS, the County of Dakota has received a volume caps of Recovery Zone Facility Bonds in the amount of \$20,949,000, and may use such volume cap for eligible costs or may allocate such volume cap in any reasonable manner as the Dakota County Board of Commissioners shall determine in good faith at their discretion for use for eligible costs for qualified economic development purposes or recovery zone property; and

WHEREAS, the County of Dakota does not have at the present time a qualifying and cost-effective opportunity to utilize these bonding authorities within the prescribed time limit of December 31, 2010; and

WHEREAS, the Dakota County Board of Commissioners authorized the County Administrator on December 15, 2009, to notify local issuers of the availability of Recovery Zone Facility Bonds to ascertain whether there are qualified issuers in Dakota County of Recovery Zone Facility Bonds for qualifying projects, such that the Dakota County Board of Commissioners might allocate such bonding authority within Dakota County; and

WHEREAS, the County sent notification to local issuers of the availability of Recovery Zone Facility Bonds and solicited applications generating responses for three qualifying projects within Dakota County including \$7.5 million in bonding authority requested by the City of Eagan for a 90-unit Candlewood Hotel in the Cedar Grove Redevelopment Area, \$12 million in bonding authority requested by the City of Eagan for a 80,000 square foot office building (Blue Gentian Corporate Center) located at the intersection of I-494, I-35E, and Highway 55, and \$7.5 million in bonding authority requested by the South St. Paul Housing and Redevelopment Authority for development of an office/warehouse facility (BridgePoint Business Park) at the site of the former South St. Paul Stockyards; and

WHEREAS, the Dakota County Board of Commissioners allocated authority on March 16, 2010 to issue \$12,000,000 Recovery Zone Facility Bonds to the City of Eagan for the eligible costs of developing the Blue Gentian Corporate Center located at the intersection of I-494, I-35E, and Highway 55 and \$7,500,000 Recovery Zone Facility Bonds to the South Saint Paul Housing and Redevelopment Authority for the eligible costs of developing the BridgePoint Business Park at the site of the former South St. Paul Stockyards; and

WHEREAS, the allocations approved by the Dakota County Board of Commissioners on March 16, 2010, left a balance of \$1,449,000 in unallocated bonding authority which was subsequently awarded to the Candlewood Hotel Project by the Board on June 22, 2010; and

WHEREAS, the Recovery Zone Facility Bond allocation authority referenced above included an issuance deadline of August 31, 2010; and

WHEREAS, the Blue Gentian Corporate Center and the BridgePoint Business Park are unable to secure financing; and

WHEREAS, the City of Eagan has indicated that a full allocation of \$7.5 million in Recovery Zone Facility Bond authority for the Candlewood Hotel project will improve its ability to secure financing.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby extends an allocation of \$7.5 million in Recovery Zone Facility Bond authority to the City of Eagan for the Candlewood Hotel project until December 31, 2010; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby allocates the balance of its Recovery Zone Facility Bond authority in the amount of \$13,449,000 to the State of Minnesota for the statewide pool.

Ayes 5
Absent 1 Krause

Nays 1 Workman

- 10.1 Authorization To Execute Contract For Phase II Implementation For Enterprise Resource Planning Project.** Information Technology Manager Tim Auld presented this item and responded to questions regarding maintenance agreements, funding and the vendor selected.

On a motion by Commissioner Workman, seconded by Commissioner Harris, the following resolution was unanimously recommended to the County Board:

WHEREAS, in May 2009, a Dakota County project team issued a Request for Proposal (RFP) for the Enterprise Resource Planning procurement project; and

WHEREAS, the response submitted by SunGard Public Sector, Inc. was found to be the best solution to meet or exceed Dakota County requirements as specified in the RFP and provides the best value to the County; and

WHEREAS, in September 2009, SunGard Public Sector, Inc. demonstrated to Dakota County's 23 evaluation teams that their Integrated Financial and Administrative System (IFAS) software could meet or exceed the county's requirements; and

WHEREAS, in January 2010 (Resolution No. 10-041) the Board of Commissioners approved entry into a contract with SunGard Public Sector Inc. for a Phase I Gap Fit Analysis project, being the first phase of an effort to replace existing mainframe applications used for Financial and Employee Relations tracking and reporting; and

WHEREAS, the Phase I Gap Fit Analysis has shown that the IFAS application from SunGard Public Sector, Inc. has the ability to meet or exceed Dakota County's requirements for an Enterprise Resource Planning system; and

WHEREAS, funds are available in the Major Systems Fund to cover the cost of the Phase II Implementation; and

WHEREAS, the Employee Relations, Financial Services, and Information Technology Departments jointly recommend the adoption of this resolution.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Director of the Information Technology Department to execute a Phase II contract with SunGard Public Sector, Inc. for the purchase and implementation of the IFAS system, substantially as per the presentation to the AF&P Committee of the Whole on 9/14/2010, in an amount not to exceed \$3,990,245 (including sales tax), subject to approval by the County Attorney's office as to form; and

BE IT FURTHER RESOLVED, That the 2010 Information Technology Department budget for the Enterprise Resource Planning System (ERP) Phase II is hereby amended as follows:

Expense	
SunGard Public Sector, Inc. Services for ERP Phase II	\$3,990,245
Total Expense	\$3,990,245
 Revenue	
Major Systems Fund Balance	\$3,990,245
Total Revenue	\$3,990,245

10.2 Authorization To Execute Contracts For Computer Hardware Purchase For Enterprise Resource Planning Project And Real Estate Management System Projects. Presentation of this item was included in the presentation of Item 10.1.

On a motion by Commissioner Harris, seconded by Commissioner Workman, the following resolution was recommended to the County Board:

WHEREAS, Dakota County is in the process of implementing the iasWorld Property Tax, Assessing and Computer Aided Mass Appraisal (CAMA) application from Tyler Technologies (Resolution No. 09-408); and

WHEREAS, Dakota County has completed the Phase I Gap Analysis of the Enterprise Resource Planning (ERP) project with SunGard Public Sector, Inc. and is about to commence the Phase II Implementation process; and

WHEREAS, computer hardware is required to run both the iasWorld application from Tyler Technologies and the Integrated Financial and Administrative System (IFAS) application from SunGard Public Sector, Inc.; and

WHEREAS, the computer hardware has been identified to effectively run both of these applications;
and

WHEREAS, the Information Technology Department recommends the purchase of this computer hardware; and

WHEREAS, funds are available in the Major Systems Fund to cover the cost of purchasing this computer hardware; and

WHEREAS, the Employee Relations, Financial Services, and Information Technology Departments and the Public Services and Revenue Division jointly recommend the adoption of this resolution.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Information Technology Director to execute a contract with Works Computing under the State of Minnesota Contract Number B26552 for the purchase of Hewlett Packard Servers in an amount not to exceed \$106,875 (including sales tax of \$6,875), subject to approval by the County Attorney's office as to form; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Information Technology Director to execute a contract with Xiotech Corporation under the State of Minnesota Contract Number 441945 for the purchase of disk space in an amount not to exceed \$133,594 (including sales tax of \$8,594), subject to approval by the County Attorney's office as to form; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Information Technology Director to execute a contract with Compar, Inc under the State of Minnesota Contract Number 436390 for the purchase of backup disk space in an amount not to exceed \$64,125 (including sales tax of \$4,125), subject to approval by the County Attorney's office as to form; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Information Technology Director to execute a contract with Software House International under the State of Minnesota Contract Number 436392 for the purchase of Microsoft operating system and database software in an amount not to exceed \$23,512 (including sales tax of \$1,513), subject to approval by the County Attorney's office as to form; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Information Technology Director to execute a contract with The Printer Source, Inc. for the purchase of an F64 Continuous Stationery Printer, including the first years maintenance on the printer, in an amount not to exceed \$45,956 (including sales tax \$2,965), subject to approval by the County Attorney's office as to form; and

BE IT FURTHER RESOLVED, That the 2010 Information Technology Department budget for the Enterprise Resource Planning System (ERP) Phase II is hereby amended as follows:

Expense	
SunGard Public Sector Inc Services for ERP Phase II	\$213,750
Total Expense	\$213,750
 Revenue	
Major Systems Fund Balance	\$213,750
Total Revenue	\$213,750

- 11.1 Review New Legislation Regarding Classification Of Tax-Forfeited Property.** Property Taxation and Records Director Joel Beckman and Property Records and Taxation Manager Mary Kennedy presented this item and responded to questions. This item was for information only; no action was requested.
- 12. County Administrator's Report.** The County Administrator had no report.

13. **Adjournment.** On a motion by Commissioner Harris, seconded by Commissioner Egan, the meeting was adjourned at 2:37 p.m.

Respectfully submitted,

Kelly D. Olson
Senior Administrative Coordinator to the Board